



Associate Governmental Program Analyst

We're looking for energetic, creative, and talented employees to join our dynamic organization! Our mission is to administer and enhance energy and community service programs that result in an improved quality of life and greater self-sufficiency for low-income Californians. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The CSD strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We are located within walking distance of many restaurants and offer FREE Parking! What are you waiting for? Apply today!

Salary

\$4,488 – \$5,618

Final Filing Date

May 18, 2015

Applications postmarked after the Final Filing Date will not be accepted.

Position Location

Field Operations Unit
Sacramento – Natomas Area

Position Number

016-255-5393-910

Reference Bulletin #14-39 in the “Job Title” section of the State application, Std. 678

Who Should Apply

Applicants must be state employees who are currently in the Associate Governmental Program Analyst classification or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Send Application To

Department of Community Services and Development
Attn: Human Resources (#14-39)
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

Questions About the Job

Careers@csd.ca.gov
(916) 576-4368

Duties

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst's responsibilities include (but not limited to):

- Develop the CSBG biennial State Plan, Application, and the Community Action Plan (CAP) documents.
- Develop Request for Proposals (RFP's) to solicit proposals for Community Services Division (CSDiv) funded programs and special initiatives.
- Responsible for timely development of contracts within the CSDiv.
- Develop and update the CSDiv programs on-site monitoring and desk review tools in coordination with the Field Operations Unit.
- Research and draft recommendations, policies, and procedure to enable the CSDiv programs and department to meet its mandate.
- Conduct surveys utilizing appropriate survey tools and methods to collect data on the CSDiv programs to propose process improvements, policy revisions and funding initiatives.
- Conduct research on state and federal legislative issues and develop recommendations.

Desirable Qualifications

Applicants applying for this position should:

- Have good customer service and interpersonal skills.
- Have strong written and verbal communication skills.
- Have strong analytical and organizational skills.
- Have the ability to handle multiple projects simultaneously.
- Must be able to travel.

Statement of Qualifications

In order to be considered for the Associate Governmental Program Analyst, you must complete and submit a Statement of Qualifications with your State application, form std. 678. The SOQ is a narrative discussion of how your education, training, experience, and competencies meet the desirable qualifications for this position. The SOQ shall be no more than two pages and serves as a documentation of each applicant's ability to present information clearly and concisely in writing.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental & physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military & veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.